



**THE REGULAR WORKSHOP MEETING
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WILL BE HELD ON MONDAY, MARCH 13, 2017 AT 6:30 P.M.**

**IN THE COUNCIL CHAMBERS, PROSPECT HEIGHTS CITY HALL,
8 NORTH ELMHURST ROAD, PROSPECT HEIGHTS, ILLINOIS
MAYOR NICHOLAS J. HELMER PRESIDING**

1. CALL TO ORDER – At 6:32 PM, Mayor Nicholas J. Helmer called to order the March 13, 2017 Regular Workshop Meeting at 8 North Elmhurst Road, Prospect heights, IL 60070.

2. ROLL CALL FOR QUORUM – City Clerk Morgan-Adams called the roll.

There was a quorum present.

ELECTED OFFICIALS PRESENT – Aldermen – Rosenthal, Williamson, Messer, Dolick. Ludvigsen
Mayor Helmer, Treasurer Tibbits and City Clerk Morgan-Adams

OTHER OFFICIALS AND STAFF – City Administrator Wade, Assistant to the City Administrator
Falcone, Police Chief Steffen, Building and Development Director Peterson, Deputy Clerk
Schultheis, Digital Telecommunications Technician Colvin, City Attorney Zimmermann, and City
Attorney Kearney.

3. PLEDGE OF ALLEGIANCE – Led by Alderman Messer

4. APPROVAL OF MINUTES

A. February 27, 2017 Regular Council Meeting Minutes – **Alderman Rosenthal moved to approve Item 4A; seconded by Alderman Messer. There was unanimous approval.**

VOICE VOTE: All ayes, no Nays.

Motion carried 5 - 0

5. PRESENTATION - None

6. APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

7. CITIZEN CONCERNS AND COMMENTS (agenda matters) - None

8. STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

A. Development Status Update by Building and Development Director Dan Peterson –

Building and Development Director Peterson said that Thorntons had re-submitted their second review. They have finished their IDOT and Cook County Highway Department reviews, and are resubmitting for final permit approvals.

302 East Euclid – received their demolition permits. Regarding permits – we are waiting for their Army Corp of Engineer letter and their IEPA and MWRD. Those are expected in a month. They had their 90th anniversary as a church.

There are several residents looking at large expansions to the single-family homes.

Finance Director Hannon said that the November/December Treasurers Report was at plan levels with the Budget.

Police Chief Steffen noted that Officer Mitchell Webber had joined the Police staff. There would be a new testing process that the City would start advertising for on March 24th to add a new officer.

Deputy Clerk Schultheis noted that State Senator Tom Rooney would be conducting a Town Hall Meeting at the City Council Chambers in Prospect Heights on April 19th at 7 PM. It would primarily be a Q & A session.

City Administrator Wade said that there would be a Town Hall Meeting on April 12th to consider sanitary sewer rate review. It would be held at the Gary Morava Center at 6:30 PM. A post card mailing would be sent to residents.

Mayor Helmer stated that Officer Mitch Webber would have a formal swearing in at the March 27, 2017 Regular City Council Meeting

Assistant to the City Administrator Falcone discussed the Heroes Banner program. He said that there are still opportunities for free banners

All of the Aldermen individually thanked City Attorney Zimmermann for his service to the City, and wished him well in his next endeavor. City Attorney Zimmermann thanked the Council.

Alderman Rosenthal said that the next Strategic Directions Committee Meeting would be held on March 16th.

Treasurer Tibbits said that he had resurrected the PHTV Spotlight News.

B. Monthly Financial Report – Finance Director Stephanie Hannon – Alderman Ludvigsen said that in November there was a big hit. Finance Director Hannon said that it was due to bond payment.

9. CONSENT AGENDA -

A. R-17-01 Resolution Supporting and Authorizing City of Prospect Heights “Invest in Cook” Grant Application for Wolf Road Sidewalk

B. Request of Council Approval for the Prospect Heights Natural Resource Commission to Conduct a Prescribed Burn of the Prospect Heights Slough, Scheduled for March/April 2017

Alderman Messer moved to Approve Items 9A and 9B; seconded by Alderman Rosenthal. There was unanimous approval.

ROLL CALL VOTE:	AYES –	Messer, Williamson, Dolick, Ludvigsen, Rosenthal
	NAYS –	None
	ABSENT -	None

Motion carried 5 - 0

10. OLD BUSINESS - None

11. NEW BUSINESS

A. Building Code Update – folded into the Workshop discussion

B. Presentation by Elsie's Place Cafe, 1300 N Rand Road RE: Special Use Application – Chuck Knobloch of Elsie's Place Café gave a brief presentation regarding the café. It is at the end of a strip center where there is more square footage, visibility, parking and more seating for carryouts. There will be new types of equipment such as a hoodless, self-contained fryer. It has fire suppression built in. It was noted that this larger facility will be more food-oriented than the previously discussed location. There will be sandwiches made by hand and pizza shipped in fresh. There will be forty seats, including five gaming seats.

It was noted by Building and Development Director Peterson that all B-2 restaurants must be special use. Elsie's will be going before the PZBA on March 23rd.

12. DISCUSSION/SELECTION OF TOPICS FOR UPCOMING WORKSHOP MEETING, ITEMS LISTED PREVIOUSLY:

A. Council Discussion on Proposed Changes to Building & Property Maintenance Regulations - Building and Development Director Peterson said that a redlined version of the document had been handed out with the proposed changes. These changes will bring the code up to industry standards. The timeframe is to have the document wrapped up by May 1, 2017. There will be a Public Education campaign for builders, contractors, landowners and architects to inform them of the changes.

Alderman Williamson said that the City needed to address the issue of driveways that were not designed to code. It was noted that any new driveways needed to be to code – asphalt, concrete or pavers.

It was noted that if the Council so desired, the City could retroactively enforce the hard surface driveway code. The City would need to determine how many driveways were not built to code to find out the extent of the problem. Gravel driveways hold water and gravel moves into the street. There will be a visual survey done of the city. Alderman Ludvigsen said that he would go through his ward.

Building and Development Director Peterson said that the changes made to the Code would bring the City in line with the 2012 standards. In order to get a good grading, the City needed to upgrade. The updates get streamlined the Code by getting rid of a lot of the redundancy.

B. Police Pension Funding - the Council discussed how much it wanted to fund the Police Pension fund . Police Pension Commissioners Suerth and Palazzolo were in attendance. There was discussion of the date by which the pension fund must be fully funded. It was noted by Commissioner Palazzolo that there were years in the Nineties when the City did not fund the pension at all. It was noted by Commissioner Suerth that there are several new recruits that will be contributing to the fund while retiring officers will be receiving benefits from the fund. There are about \$500,000 a year in payouts, and there will be about \$800,000 per year in three years because of retiring officers.

It was noted that the fund has \$13.2 million dollars currently, and as the total is over \$10,000,000, the Fund can invest in different types of higher yielding instruments.

There was a discussion regarding Disability Insurance for officers who are injured.

It was noted that an officer injured in the line of duty received 65% of their salary; while an officer injured while not on duty received 50% of their salary

City Clerk Morgan-Adams said that the City was contributing too much compared to other municipalities.

It was noted that while the Fund assumption was a 7% rate of return, the actual rate of return was 5.9%. the Fund did not lose money but made less than the 7% rate of return

City Attorney Zimmermann said that the current rule is that the Fund must be 90% funded by 2040. It was suggested by the Attorney that the Council be directed to do a Memo on the State's requirements for the fund.

There is \$820,000 in the Budget already for the Fund, there was discussion to add another \$198,000. The Council discussed making certain that the City always kept the fund at 7% return – **No action was taken.**

C. Development of 2017-18 Budget – there was discussion of what was needed to fully fund all of the Capital Improvements Products. There was discussion regarding declining income in the last two years. The Finance Director contradicted the statement noting that there has been positive net income, and that the City has been building reserves. The Mayor also discussed new income streams such as permits, video gaming and more sales tax.

It was noted that despite the growth in revenue, the City is not covering costs.

There was discussion as to ways to bring in more income.

There was discussion regarding the City counting too much on one-time sales generators.

There was discussion regarding pay increases for non-union employees. The current number states a 3% increase, but a 2% increase was discussed by the Council as being more typical. There was discussion as to why personnel were scheduled for a raise if they had only been employed for six months. – **No action was taken.**

D. Thorntons' Redevelopment Proposal – there was a request for direction. It was noted that the clock will start running on the 5.5 year time limit one month after Thornton's occupancy starts. **The consensus was to move forward with a lump sum of \$329,000- This item will be on the Consent Agenda for the March 27, 2017 Council Meeting.**

13. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$204,436.55
MFT Fund	\$4,098.00
Palatine/Milwaukee TIF	\$0.00

Tourism District	\$80,631.57
Development Fund	\$0.00
DEA Fund	\$0.00
Solid Waste Fund	\$13,255.73
SS Area #1	\$0.00
SS Area #2	\$0.00
SS Area #3	\$0.00
SS Area #4	\$0.00
SS Area #5	\$131.36
SS Area #8 – Levee Wall #37	\$206.96
SS Area-Constr #6 (Water Main)	\$0.00
SS Area- Debt #6	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$450.00
Water Fund	\$3,355.71
Parking Fund	\$1,139.90
Sanitary Sewer Fund	\$908.62
Road/Building Bond Escrow	\$0.00
Police Pension	\$0.00
TOTAL	\$308,614.40

Wire Payments

2/17/2017 PAYROLL POSTING	\$132,024.36
2/22/2017 POLICE PENSION PAYMENT	\$42,182.08
3/3/2017 PAYROLL POSTING	\$131,054.82
3/10/2017 IMRF PAYMENT	\$21,339.35

TOTAL WARRANT

\$635,215.01

City Clerk Morgan-Adams read the warrants.

Alderman Rosenthal moved to approve Item 13A; seconded by Alderman Messer to include A Total of \$308,614.40; 2/17/2017 PAYROLL POSTING of \$132,024.36; 2/22/2017 POLICE PENSION PAYMENT of \$42,182.08; 3/3/2017 PAYROLL POSTING of \$131,054.82, 3/10/2017 IMRF PAYMENT of \$21,339.35 and TOTAL WARRANT of \$635,215.01. There was unanimous approval.

ROLL CALL VOTE:

AYES –	Messer, Williamson, Dolick, Ludvigsen, Rosenthal
NAYS –	None
ABSENT –	None

Motion carried 5 - 0

14. RESIDENT COMMENTS (Non-agenda matters) - None

15. EXECUTIVE SESSION

16. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

17. ADJOURNMENT – At 9:20 PM; Alderman Rosenthal moved to Adjourn the Open Session and go into Closed Session to discuss Personnel, Pending litigation, compensation and removal of personnel and/or City Counsel; seconded by Alderman Williamson. There was unanimous approval.

ROLL CALL VOTE:

AYES –	Messer, Williamson, Dolick, Ludvigsen, Rosenthal
NAYS –	None
ABSENT –	None

Motion carried 5 - 0

Approved by the City of Prospect Heights City Council on this the 27th day of March, 2017.



Deputy Clerk Schultheis





Mayor Nicholas J. Helmer